**JOB DESCRIPTION**

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| **Details of the job** | |
| Post title: | Therapy Assistant (Specialist Moving & Handling Team) |
| Salary grade: | £28,163 - £29,093 |
| Hours: | 37 hours |
| Location: | Haylock House, Kettering Venture Park, Kettering NN15 6EY  This will be a community role covering North Northamptonshire |
| Reports to: | Clinical Lead Occupational Therapist |
| Service area: | Therapy North, Adult Social Care |

**Overall purpose of the post**

* To work holistically with people to develop, implement and update support plans, in consultation with the therapists, to optimise independence and help minimise the risk of hospitalisation or residential care.

### To undertake low level assessments, as directed by the therapists.

* This is a developmental role and you will be expected to undertake training to develop skills and knowledge to equip you with the tools and experience to apply for a role as a Specialist Moving and Handling Assessor, when available.

**Principal responsibilities**

* Undertake functional assessments for people with a wide range of complex medical conditions, working within a defined support plan as directed by the therapists.
* Demonstrate awareness of risk and complete Moving and Handling assessments and the implementation of safe moving and handling plans, in line with service standards and training provided.
* Regularly review a person’s progress, monitoring the effectiveness and efficiency of the support plan and making adjustments after discussion with a therapist. Where necessary make recommendations for ongoing care or to reduce/discontinue service provision, involving care providers and other professionals as required.
* Assess for, request and install low level equipment and order emergency repairs to maintain a person’s independence.
* Effectively manage and prioritise own day-to-day caseload *I* work schedule.
* To work within own level of competence and when additional expertise is required, to refer to a therapist to discuss the individual’s support plan.
* To work closely with care providers to support safe Specialist Moving and Handling principles.
* To support the therapy team when responding to urgent situations in the Community.
* Provide practical and emotional support to help a person optimize their level of independence and make onward referrals to appropriate services when needed.
* Maintain case records, including utilising departmental electronic record systems, to ensure consistency of support to people and to assist with the smooth running of the service.
* Maintain good links with local communities, the local authority and with other agencies, to enable people to benefit from the most appropriate services available.
* To participate within the Therapy Assistant administration tasks as part of the wider team and undertake various administrative duties to support the functioning of the therapy team.
* Engage within regular supervision and peer supervision to support own learning and development.
* When working within people’s homes or within the community to adhere to NNC and Local Lone working policies.
* Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

# PERSON SPECIFICATION

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| Post Title: | Therapy Assistant (Specialist Moving & Handling Team) |
| Grade | £28,163 - £29,093 |
| Service Area: | Therapy North |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Education and Qualifications** | GCSE or BTec | Health and Social Care qualification  or  Care Certificate |
| **Ability and Skills** | * Standard IT literacy in Word, Excel, Email, web browser. * Well-developed communication skills, including interpersonal skills, liaison, influencing and negotiation. * Ability to problem solve. * Ability to work on own without immediate support. * Ability to organise own workload. * Numerate. * Good observation skills * Car driver essential with access to a car and full UK licence | Experience of working within a community and/or therapy setting  Understanding of people moving and handling. |
| **Knowledge & Understanding** | * The role of Therapy * Equal opportunities * Principles of confidentiality * Patient centered care * Principles of moving and handling | Experience of working within a Health and Social care environment  Importance of continuous education |
| **Equal Opportunities** | * Ability to travel between venues. * Ability to work as a member of a team. * Non-judgmental, diplomatic approach. * Flexible, adaptive to change. * To meet needs of Countywide Service. * Ability to work under pressure. * Ability to present a professional image. * Ability to carry out moderate physical effort throughout the day. |  |